

★ U.S. GPO: 1994-521-668

## INSTRUCTIONS

1. Send to: U.S. Department of Energy (DOE) Technical Standards Program Office (TSPO) at the address in block 1.
2. From: Responsible DOE individual's name, organization, routing symbol, and address.
3. Project Number: Assigned by TSPO in response to this request, left blank on initial submission to the TSPO.
4. Document Identifier: Assigned by Headquarters Standards Manager upon completion of project, left blank at project initiation.
5. Document Title: Title of the document to be developed or revised (verify existing title in DOE Standards Index for revisions). Title must give clear indication of the subject of the document without the use of extraneous words.
6. Preparing Activity (PA): Routing symbol of the DOE Component designated as the PA. This identifies the responsible Standards Manager (e.g., DP-62, IDO).
7. Basis for Project Initiation: Enter the applicable code from the following table:
  - A - Advancements in technology, methods, or practices
  - B - Needed for immediate use
  - C - Document maintenance
  - D - Other (DOE feedback form, change to user requirement, direction of higher authority)
8. Action: Identify the type of action being taken in accordance with the following table:
  - 1 - New Document
  - 2 - Revision
  - 3 - Inactive for New Design Notice
  - 4 - Cancellation Notice
  - 5 - Reinstatement Notice
  - 6 - Other (Explain in block 13)
9. Policy: Since special attention is focused on new policies (i.e. foster materials, products, systems, services, or practices that are environmentally sound and energy efficient), it is often necessary to identify those projects that implement these policies. This block will be used to indicate whether or not the project is the result of one of the special interest areas listed below.
  - A - Commercial Item Description or reduction of Government requirement
  - B - Non-Government standard
  - C - Conversion to non-Government standard (technology transfer)
  - D - International standardization agreement
  - E - Environment
  - F - Toxic materials
  - G - Energy efficiency
  - M - Metrication
  - N - Nuclear Safety
  - O - Safety other than nuclear
  - R - Resource conservation
  - X - Not a result of policy actions
10. Status: Enter the applicable status code from the following table to show the current status of the project. Status code is required for all projects.
  - A - Project initiated and work is underway
  - C - Project in coordination
  - G - Project completed
  - Y - Project discontinued
  - Z - Project to be initiated (planned Project)
11. Schedule: These blocks should indicate the best estimate of the dates for planned project start, beginning of coordination, and completion of the document by month and calendar year. (Note: most projects require at least 90 days between coordination and completion.
12. Review Interest: Place an "X" under listed DOE Components who will be asked to review the document. Add additional DOE Components, contractors, etc. who will also be asked to review the document. The "X" indicates that the originator feels that the component would like to review and comment on the document or participate in its development or revision. In addition to Headquarters organizations, Operations Offices, Area Offices, Laboratories, and Power Administrations should be considered. Use block 13 if additional space is required.
13. Scope and Purpose of Project: This area is provided to document the scope of the project, the purpose for which it is being undertaken, and the Office of Primary Interest if a higher tier document such as an existing Rule, DOE Order, or other policy is involved. The scope for a new document should be explicit. If changes occur to the scope during document development, the DOE F 1300.5, should be revised and reissued. Other information may be included such as the type of coordination proposed (limited or full), proposed members of the writing group, suggested expert reviewers, or special handling of the document (e.g., restricted information). Attach additional pages of explanation if required.
14. Author/Committee Chair: Enter the name and phone number of the individual who will actually develop or revise the document (or enter the committee chair). This person's name will be made available as the point of contact during the project. If an agent (contractor, etc.) is used to represent the Author or Committee Chair from DOE, that person's name and phone number should be included in block 13 (example: Agent - Joe Smith, Los Alamos National Lab., (505) 555-1234).
15. Approved By: The typed name, overwritten by the signature, of the approving line management official (e.g., SLM) who authorizes the budget and resources to complete the project.

### OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management, Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0900), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, DC 20503.